



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
YOUTH SERVICES DIVISION
Family Independence Initiative Work Plan

2021 Scope of Services

Contract Term: **January 1, 2021 through December 31, 2021**

Program and Delegate Information

Program Model: Family Independence Initiative
Program Name: _____
PO Number: _____
Grant Amount: _____
Number of Families: _____

Delegate Agency Information

Agency Name: _____ Ward: _____
Agency Address: _____ Community Area: _____
City, State, Zip Code: _____

Executive Director Name: _____ Fiscal Contact Name: _____
Executive Director Phone: _____ Fiscal Contact Phone: _____
Executive Director Email: _____ Fiscal Contact Email: _____

Program Staff Contact Name: _____
Program Staff Title: _____
Program Staff Contact Phone: _____
Program Staff Contact Email: _____



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Section 1- GOALS AND OBJECTIVES

Program Goals

The goal of the Family Independence Initiative (FII) is to build upon affinity-based networks to help low-income families build assets, create supportive peer relationships, and gain confidence and competence to attain long lasting self-sufficiency.

The initiative seeks to provide low-income Chicago families an environment that cultivates economic and social mobility by:

- Accessing Networks of Peers: Bringing together low-income families to create new and strengthen existing networks of peer families that can provide advice, resources, and a sense of accountability.
- Facilitating Goal Setting and Routine Data Collection via Smart Surveys and linked Financial Accounts: Providing families with a tool to track information about income and savings, health, education and skills, housing, leadership, and connections, and provide families with feedback on progress toward their self-determined goals.
- Accessing Flexible Dollars: Providing families access to dollars that they leverage to accelerate their self-directed initiatives.

Target Population

FII identifies interested families with annual incomes below the local median income level primarily from communities targeted in the *Invest South/West Community Improvement Initiative* (*Austin, Auburn Gresham, Englewood, Humboldt Park, Quad Communities, North Lawndale, New City, Roseland, South Shore, South Chicago*) and in other communities on the south and west sides of Chicago, that can make a two-year commitment to work towards their goals. FII will partner with delegate agencies in Chicago that are mission-aligned with FII in these neighborhoods to introduce the FII approach to their constituency. Families that join will be asked to nominate at least 3 to 5 others to join from their natural affinity networks (neighbors, co-workers, church members, etc.)



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Section 2 – PERFORMANCE MEASUREMENT

Performance Measures

To track progress toward achieving the goals outlined in Section 1 and assess success of the program, DFSS will monitor a set of performance indicators that may include, but are not limited to:

- Household increase in monthly income
- Household increase in savings
- Household increase in liquid assets
- Families report their students have excellent, good, or improved grades
- Families report their students have excellent, good, or improved attendance

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- **In 2021, FII will enroll 250 families to complete the total enrollment of 750 families over the life of the contract.**
 - **2019:267**
 - **2020: 233**
 - **2021:250**
- **A recruitment schedule is below. Enrollment numbers will be reviewed quarterly.**

Quarter 1 (January 2021-March 31, 2021)	Quarter 2 (April 1, 2021- June 30, 2021)	July 1, 2021-September 30, 2021	Quarter 4 (October 1, 2021- December 31, 2021)
62	62	65	61

- 100% of families will make a two-year commitment to work towards their economic and/or social goals.
- 100% of families receiving direct cash transfers will use UpTogether.org, link their bank accounts to UpTogether's data collection tool via PLAID.com, and complete smart surveys at least monthly.
- 85% of families will have monthly engagement activities on the UpTogether platform

Data Reporting

The parties recognize that reliable and relevant data is necessary to create a common understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, **FII shall share data with DFSS via CitySpan on a monthly basis by the 10th of the month in a monthly report and through an upload in CitySpan. DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including performance,**



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spending, and service data in a format specified by DFSS. DFSS will review data and performance outcomes quarterly (minimally).

- FII will collect data from the *UpTogether.org* Information System while also providing DFSS with access to the Analytics Information System.
- FII compiles all data points collected into real-time monthly reports due on the 10th of each subsequent month.
- FII will also provide data in CitySpan on a monthly basis via upload by the 10th of the month that provides a greater understanding of the participant population. These metrics are:
 - Household demographic data
 - Family name
 - Number of youth & adults
 - Race & Ethnicity
 - Community & Ward / Household location
 - Payment distribution / Financial investment/fund usage by category (\$)
 - Start data /enrollment in UpTogether platform
 - Anticipated completion date
 - Goals by category
 - Families referred for services, enrolled in services, and discharged from services
 - Other variables related to well-being available through FII's Analytics4 website.
 - Family eligibility will be verified by FII staff using documentation provided by families at the time of enrollment, both of a family's annual income and their residential address.
- FII will comply with entering FII data into Chicago Department of Family Support Services City Span data base which will include demographics of FII families to include the following but not limited: The data dictionary will be submitted to City Span by the 10th of each moth.
- Family name
- Number of youth & adults
- Race & Ethnicity
- Community & Ward
- Payment distribution
- Start data
- Anticipated completion date

Uses of Data

DFSS reserves the right to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency, for the following:

a) In periodic meetings to review program performance and develop strategies to improve program quality throughout the term of the contract.



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- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.**
- c) Any other purposes identified by DFSS.**

Section 3– CORE ELEMENTS

Program Requirements

- Families are enrolled into FII on a rolling basis.
- Families enter data in the platform on their income, assets, liabilities, health, education and skills, housing, leadership, and connections—over 400 data points in all. Data is collected through Smart Surveys, which ask questions depending on an individual’s information. For example, an UpTogether member with a middle-school aged child will be asked about their child’s academic progress at the end of each semester.
- UpTogether families enter their own data in the platform, and financial data is verified by a link to member financial accounts through PLAID.com software.
- Families that join will be asked to nominate at least 3 to 5 others to join the platform from their natural affinity networks (neighbors, co-workers, church members, etc.). This allows families to join with pre-existing and trusted relationships. The UpTogether platform then promotes relationships and social capital exchange between families locally, and throughout the nation through the formation of groups around common interests, sharing and collecting information and resources, getting support, and holding each other accountable. Actionable data, such as member visits, posts, likes, group membership, and events entered in UpTogether are collected and tagged and included in our data analysis in real-time¹.
- Families that complete their routine and shall be given access to unrestricted cash transfers that match their efforts towards their goals in the amount of \$3,200 over the two years, with eight quarterly payments starting in month one.

¹ As FII evolves our UpTogether platform, we are designing new social capital engagement aspects of our online community-building platform and will share those additional metrics as they are designed.



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SECTION 4 – SUBMITTAL AND APPROVAL

ACKNOWLEDGEMENT

Agency Name: _____

Agency PO#: _____

- ☐ By checking this box your agency certifies that it has read and understands Sections 1, 2, 3 of this document.

a) Applicant signature	
b) Name (Printed/ typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (Printed/ typed)	
f) Date approved	

- **This document must be printed in portrait format and single sided only**